

FINANCE

PLANNING PERIOD: FY2010-11 THROUGH FY2014-15
FISCAL BUDGET PLANNING YEAR: FY2012-13

FUND:	General Fund	COST CENTER NUMBER	11-4141
DEPARTMENT:	General Government	FULL TIME EQUIVALENT	3.00
SUB DEPARTMENT	Finance	BUDGET: FY2012 Adopted	314,548.00
		FY2012 Amended	306,923.00
		FY2013 Budget	324,590.00
DIVISION	Administrative Agencies	DIRECTOR: Steve Fawcett	

AUTHORITY: COTTONWOOD HEIGHTS CODE OF ORDINANCES Chapter 2.80.010 Finance department. In all cases where the duty is not expressly charged to any other department or office, it is the duty of the finance department to act to promote, secure, and preserve the financial and property interests of the city; to supervise financial activities; to advise the city manager on fiscal policy; and to make interim and annual financial reports as requested by the city manager.

PURPOSE

The purpose of the Finance Department is to act to promote, secure, and preserve the financial and property interests of the city; to supervise financial activities; to advise the city manager on fiscal policy; and to make interim and annual financial reports as requested by the city manager, and to prepare the annual budget.

PURPOSE STATEMENTS

The Finance Department functions with three full time employees.

The Finance Department was reorganized in January 2010. The City Treasurer organization was merged with the Finance Department organization and became the Finance Department. Finance is responsible to:

- Exercise general supervision over all officers of the city regarding the proper management of the fiscal concerns of their respective offices
- Examine the financial books of each department from time to time, and see that the books are kept in proper form
- See that officers and employees receiving money pay the same to the treasury department, when required; that all necessary financial reports are made by officers and employees; and that all delinquencies in such payments or reports are reported to the city manager
- Report the default in any payment by any city officer or employee to the city manager, who shall direct the city attorney to take immediate legal measures for the recovery of the amount which may be in default
- Organize and maintain records of duplicate receipts, summary reports or other evidences of payment received from the city treasurer
- Through the city's budget office complying with the requirements of the Uniform Fiscal Procedures Act for Utah Cities, UTAH CODE ANN. §10-6-101, et seq
- Perform the following accounting functions for the city:
 - Examine and conduct special audits of the accounts of all officers and departments of the city, subject to the approval of the city manager
 - Prescribe the form of accounts and reports to be rendered to the finance department

ADMINISTRATIVE AGENCIES DIVISION

FINANCE

- Maintain the general books for each fund of the city and all subsidiary records relating thereto, including a list of the outstanding bonds, their purpose, amount, terms, date and place payable, and the accounts of all receiving and disbursing officers of the city
- Prepares, at least monthly, statements of cash on hand and of classified unencumbered appropriation balances for the city as a whole, and such other financial reports as from time to time may be required or advisable
- Keep all departments, boards, agencies, commissions, or institutions currently informed of its classified unencumbered appropriation balances
- Prepare payroll and administer the city's accounts payable in accordance with state law and city policy
- Prepare and present to the city manager and city council appropriate monthly, quarterly and annual financial reports in conformity with generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah Cities
- Keep general accounting records and maintain or supervise city accounts, including accounts payable, accounts receivable, special assessments, other service charges, utilities and others
- The Finance Director, acting as the Procurement Officer performs the following purchasing functions for the city:
 - Have such powers and duties as may be prescribed by state law or city ordinance, including, without limitation, chapter 2.160 of the Municipal Code
 - Purchase or contract for all supplies and contractual services needed by any city board, commission, or department, or by any using agency which derives its support wholly or in part from the city, in accordance with purchasing procedures as prescribed by law or ordinance and such rules and regulations as the finance director or city manager shall adopt for the internal management and operation of the city's purchasing functions
 - Act to procure for the city the highest quality in goods and contractual services at the least expense to the city
 - Encourage uniform bidding and endeavor to obtain as full and open competition as possible on all purchases and sales
 - Keep informed of current developments in the field of purchasing, prices, market conditions, and new products, and secure for the city the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition, and by private businesses and organizations.
 - Prescribe and maintain such forms as may be reasonably necessary to accomplish its duties.
 - Prepare and adopt a standard purchasing nomenclature for using departments and suppliers
 - Prepare, adopt, and maintain a vendors' catalog file, which shall be filed according to materials and shall contain descriptions of vendors' commodities, prices, and discounts
 - Explore the possibilities of buying "in bulk," so as to take full advantage of discounts
 - Act so as to procure for the city all federal and state tax exemptions to which it is entitled
 - Have the authority to declare vendors who default on their quotations as irresponsible bidders and to disqualify them from receiving any business from the city for a stated period of time
 - Establish and amend, when necessary, such rules and regulations as may be necessary and proper for carrying into execution the foregoing powers
 - Keep and maintain all city asset records except as otherwise provided in this code

ADMINISTRATIVE AGENCIES DIVISION

FINANCE

- Establish procedures for disposal of city-owned obsolete or surplus property
- The City Treasurer, a statutory position appointed by the City Manager with the advice and consent of the City Council, performs the following treasury functions for the City. The Treasurer also functions as the Financial Reporting Manager.
 - Using the city's accounting system ensure a full and accurate account of all the monies, bonds, or other securities received and disbursed by the city treasurer in behalf of the city, specifying the time of receipt and disbursement, from whom received and to whom disbursed, on what account received and disbursed, and how paid
 - Ensures by monitoring the cashing functions that every person paying money to the city receives a receipt or other evidence of payment therefore, specifying, as appropriate, the date of payment and upon which account paid, and shall file the duplicate of the receipt, a summary report, or other evidence of payment with the finance director
 - Via cash deposits or PTIF transactions receive and has custody of all monies paid to the city and disburses city monies upon the warrant of the finance director. The city treasurer or his authorized deputy shall sign all checks prepared by the finance director. Prior to affixing his signature, the city treasurer shall determine that a sufficient amount is on deposit in the appropriate bank account of the city to honor the check. The city manager may also designate a person in addition to the city treasurer to countersign checks
 - Acts as signature on checks thereby paying city employees, upon presentation of the properly certified payroll
 - Demand and receive all monies and fees owing to the city whenever any person is indebted to the city in any manner and the means of collection of such debt is not otherwise provided for by law. When any claim is not collectible by other methods, the city treasurer shall report the same to the city attorney for possible legal action
 - Ensures that all money payable to the city is receipted within three business days after collection, including all taxes, licenses, fines, and intergovernmental revenue, and keeps an accurate detailed account thereof in the manner provided by state law, ordinance, or resolution
 - Ensures that deposits of all city funds are in the appropriate bank accounts of the city
 - Collect all special taxes and assessments, as provided by law and ordinance. All money received by the city treasurer on any special assessment shall be applied to the payment of the improvement for which the assessment was made. The money shall be used for the payment of interest and principal on bonds or other indebtedness issued in settlement thereof, and shall be used for no other purpose whatever, except as otherwise provided in UTAH CODE ANN. §10-6-131
 - If the city is without sufficient funds on deposit in one of its appropriate bank accounts, the finance director shall draw and sign a warrant upon the city treasurer of the payee named thereon. The city treasurer shall pay all warrants in the order in which presented and as money becomes available for payment thereof in the appropriate funds of the city. The city treasurer shall note upon the back of each warrant presented the date of presentation and the date of payment
 - Determine the cash requirements of the city and provide for the investment of all city monies pursuant to the procedures and requirements of the State Money Management Act, UTAH CODE ANN. §51-7-1, et seq
 - Reviews bank reconciliation at least once each month, and balances accounts with the finance director. In connection therewith, the city treasurer shall inform the finance

director of the settlement of any warrants issued by the finance director and shall provide all cancelled warrants to the finance director

- Prepare and present, on behalf of and after consultation with the City Finance Director, appropriate monthly, quarterly and annual financial reports in conformity with applicable generally accepted accounting principles, as prescribed in the Uniform Accounting Manual for Utah Cities
- The city Finance Director, having been appointed by the City Manager with the advice and consent of the City Council, functions as the budget officer for the city. The budget officer's duties shall be as provided in the Utah Uniform Fiscal Procedures Act for Utah Cities, UTAH CODE ANN. §10-6-101, et seq. The budget officer shall be a subordinate of the city manager, and shall work under the city manager's supervision and direction.
 - During January/February of each year, the city manager and the budget officer shall meet with the city council and review the city's strategic plan, budget goals and policies. The following policies shall be in effect in preparing the city's tentative and final budgets for each fiscal year:
 - Estimate its annual revenues in all budgeted funds by an objective, analytical process; conservative estimates will be utilized
 - Maintain a forward-moving projection of revenues for a three-year period in its principal operating funds. Each existing and potential revenue source will be reexamined annually and may be adjusted based on current experience concurrent with mid-year budget adjustments
 - Utilize one-time or special-purpose revenues (such as program grants) for capital expenditures or for specific expenditures required by the terms of the grant, and not to subsidize recurring personnel and operation and maintenance cost, except where application of these added capital projects would result in increased operating costs
 - Special fees, assessments, or user-type charges imposed to assist in financing activities in the city's general fund, which benefit special segments of the broad general public, shall be established at a level closely related to the cost of providing the relevant services
 - Periodically, recalculate the full costs of activities supported by special fees or charges to identify the impact of inflation/deflation and other cost modifiers; such fees or charges will be adjusted to compensate for related cost changes
 - Support the city manager and other departments to actively seek all available grant and supplementary funding for operating or capital purposes in any fund
 - Maintain a minimum 5% fund balance for restricted use, as required by law, with a desired target minimum of 6%, and a maximum of 18%, shall be permitted to accumulate in the city's general fund for the following purposes:
 - To provide sufficient working capital;
 - As a reserve for emergency situations, such as fire, flood or earthquake; or
 - To cover any unanticipated deficit resulting from a shortfall in actual revenues in a given budget year. Emergency spending shall comply with ordinances and policies adopted by the city council
 - The budget officer will assist departments to prepare expenditure budgets on the basis of true economic need and without regard for providing contingency within each department. Estimating budget expenditures shall be conservative

- Unless otherwise directed by the council in the February planning meeting, the budget officer's proposed budget shall be prepared to continue providing the same level of service as was provided in the previous budget year
- The priorities of the city council's budget goals or other strategic plans shall be provided for, as far as resources will allow
- Any proposals for increasing the city's full-time staff will be specified in both the proposed department budgets and in the budget message
- The budget officer's proposed budget shall comply with the present pay policy of the city, and the budget officer shall submit to the city council the amounts of funding which will be allocated for market adjustments, reclassifications, and cost of living adjustments
- Proposals for capital projects shall comply with any capital projects plan adopted by the city council. Funds allocated for capital projects which are not disbursed during a fiscal year because the capital project is incomplete shall be reserved for the same capital project in the budget of the following fiscal year
- Class C road moneys shall be budgeted exclusively for major maintenance, overlays, new construction of roads and items directly related to the same
- The fee rates of any enterprise funds shall be examined each year to ensure that revenues reasonably relate to necessary expenditures

FIVE YEAR BUSINESS PLAN GOALS

	Measures	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Target	FY2013-2014 Target	FY2014-2015 Target
Submit and receive the Government Finance Officers Association awards for budget presentation and financial reporting.	1. Budget submitted to Government Finance Officers Association for award of Distinguished Budget Presentation and award received.	Submitted and received ---- <i>Received award for the fifth consecutive year</i>	Submitted and received ---- <i>Received award for the sixth consecutive year</i>	Submitted and received	Submitted and received	Submitted and received
	2. Prepare annual financial report in format to comply with Government Finance Officer's Association Certificate for Excellence in Financial Reporting.	N.A.	N.A.	Prepare Comprehensive Annual Financial Report (CAFR) and submit to GFOA for Certificate Submitted: _____ Certificate received: _____	Prepare Comprehensive Annual Financial Report (CAFR) and submit to GFOA for Certificate Submitted: _____ Certificate received: _____	Prepare Comprehensive Annual Financial Report (CAFR) and submit to GFOA for Certificate Submitted: _____ Certificate received: _____
	3. Comply with any Management Letter proposals recommended by Auditors.	<i>Responded to and complied with FY2009-10 recommendations</i>	<i>No comments or recommendations proposed by Auditors for FY2010-11</i>	Comply	Comply	Comply

	Measures	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Target	FY2013-2014 Target	FY2014-2015 Target
Maintain a fiscally constrained budget through prioritization of expenditures and identification of revenue sources other than new taxes.	1. Prioritize funding from federal and state sources as well as public and private grants for all departments and in support of all stated goals.	<i>Completed</i>	<i>Completed</i>	Prioritize funding	Prioritize funding	Prioritize funding
	2. Identify ways to reduce expenditures through restructuring, reducing scope of services or consolidating functions	<i>Completed</i>	<i>Completed</i>	Engage Dept. Directors in budget priorities	Engage Dept. Directors in budget priorities	Engage Dept. Directors in budget priorities
	3. Try to achieve goals without balancing budget solely by reducing amount transferred to capital projects.	<i>Completed</i>	<i>Completed</i>	Balance budget without 100% reliance on CIP funding reduction	Balance budget without 100% reliance on CIP funding reduction	Balance budget without 100% reliance on CIP funding reduction
Cooperate with and help facilitate Annexation Petitions. (City Goal 2012-1)	1. Assist sponsors of the Willow Creek annexation as requested and permitted.	<i>Assistance given upon request</i>	<i>Assistance given upon request</i>	Provide assistance as needed	Provide assistance as needed	Provide assistance as needed
Implement programs designed to enhance customer loyalty and satisfaction. (City Goal 2011-1)	1. Comply with requirements to post financial information on the Utah Public Finance Website (UPFW). The Transparency Initiative.	<i>Information posted by deadline and compliant with requirements Posted: May 2011</i>	<i>Information posted by deadline and compliant with requirements Posted: Sept 2011 January 2012 May 2012</i>	Post financial information as required Posted: —	Post financial information as required Posted: —	Post financial information as required Posted: —

WORKLOAD INDICATORS/STATISTICAL ACCOMPLISHMENTS

Workload Indicators	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Estimated	FY2013-2014 Estimated	FY2014-2015 Estimated
# of City Funds Budgeted	3	3	3	3	3
# of City Departments Budgeted	5	5	5	5	5
# of Budget Adjustment/Amendment transactions	325	337	275	275	275
Property Taxes Collected	\$6,926,106	\$6,987,572	\$6,940,000	\$6,940,000	\$6,940,000
Accounts payable checks audited/processed	3,657	3,365	3,500	3,500	3,500
Internal Audits/Procedural Reviews	2	1	1	1	1

2011-12 MAJOR ACCOMPLISHMENTS

- Enhanced the annual budget presentation document
- Received GFOA award for Distinguished Budget Presentation for the 6th consecutive year
- Received clean opinion from external auditors for annual financial report

- Received no "management letter" comments for improvement for annual financial report
- Successfully "grew" the fund balance in spite of bad economic times
- Successfully audited, reconciled and kept current the Business Licensing system in *Caselle Clarity*
- Successfully audited, reconciled and kept current the Accounts Receivable system in *Caselle Clarity*

2012-13 DEPARTMENT SERVICE LEVEL ADJUSTMENTS

There are no service level adjustments in the Finance budget.

FIVE YEAR LOOK AHEAD

1. CDRA

- A new fund to account for the Community Development Renewal Agency project area will be established when appropriate

2. Operating Software

- In five years the operating software will be 8 years old. It is possible that the City would want to assess the current system and determine if a new system would be beneficial

3. Staffing

- As the Community Development Agency (CDA) gets into full swing and the city adds other programs that operate on user fees; collecting and accounting for these fees will potentially require additional accounting staff to properly account and manage these programs. Depending on the nature of these programs, there are also potential software enhancement costs that could become necessary

4. Storm water fee

If the City develops a separate storm water fee to pay for the costs of compliance with the NPDES it is anticipated that additional staffing resources will be required:

- .50 Billing Clerk/Customer Service Representative to accomplish in-house billing of storm water utility fee, with additional time to set up system initially. The work load will depend on the frequency of billings. This position will also need to work with the City Engineer to input changes made to property to ensure that the proper rate is charged to property owners. This position would also take over all accounts receivable functions, except for business licensing. The estimated cost of this position is \$16,850 per year. It is a part time position, benefits of retirement, Social Security substitute, and other smaller cost benefits, estimated at \$4,300 annually. This position is not eligible for health and dental insurance. Total current estimated annual cost: \$21,150
- 1.00 City Payment Processor (Cashier) to accept, post and deposit receipts coming in to the City. A storm water fee will generate 10 to 100 times more receipts to the City. It is necessary that this position be full time in order to provide the necessary coverage and processing of all receipts. The estimated July 1, 2012 cost of this position is \$33,700 annually plus benefits of retirement, Social Security substitute, Health and Dental Insurance, and other smaller cost benefits, estimated at \$23,000 annually. Total current estimated annual cost: \$56,700

ADMINISTRATIVE AGENCIES DIVISION

FINANCE

- Possible software enhancements and additional supplies and postage, etc. estimates to provide in-house billings and receipting of storm water utility fees is currently estimated at \$45,000

SUMMARY OF KEY CHANGES

Description	FTE	FY2012 Estimate	FY2013 Adjustments	FY2013 BUDGET
Finance (includes treasurer's office)	3.00			
Salaries and Wages		193,741.00		
Miscellaneous annualized adjustments / categorization			25,934.00	
Compensation adjustments			3,107.00	
Annualized adjustment for staffing changes			316.00	
				223,098.00
Benefits		64,130.00		
Miscellaneous annualized adjustments / categorization			10,405.00	
Compensation adjustments benefits			965.00	
Legislative mandated retirement rate increase			2,901.00	
Insurance rates			8,331.00	
				86,732.00
Materials and Supplies		1,949.00		
Miscellaneous annualized adjustments / categorization			-189.00	
				1,760.00
Charges for Services		3,622.00		
Miscellaneous annualized adjustments / categorization			9,378.00	
				13,000.00
Total Finance	3.00	263,442.00	61,148.00	324,590.00

ADMINISTRATIVE AGENCIES DIVISION

EXPENDITURE DETAIL BY MAJOR CATEGORY

FINANCE	FY2010-11	FY2011-12	FY2012-13	
BUDGET ACCOUNT CATEGORY / DESCRIPTION	Actual	Estimate	Budget	Explanation of Change
SALARIES, WAGES, AND BENEFITS				
Salaries and Wages (100)				
Elected and Exempt Salaries	164,420	166,785	168,453	cost of living / market adjustment
Permanent and Provisional Compensation	34,856	22,610	44,861	cost of living / market adjustment
Compensated Absences	7,514	5,546		
PTO Future Funded Liability	2,832	-1,200	7,600	
Other Compensation			2,184	discretionary bonuses / awards
Total Salaries and Wages	209,622	193,741	223,098	
Employer Paid Benefits (200)				
Health Insurance Premiums	11,263	12,708	26,293	premium rate decrease and change in employee election
Life, AD&D Premiums	447	328	369	
Sec. 125 Flex Plan Costs	90	131	60	
LTD Premiums	1,186	1,160	1,293	compensation changes
STD Premiums	436	529	431	compensation changes
Dental Insurance Premiums	762	704	1,381	additional employee election
EAP-Employee Assistance Program Premiums	107	92	107	
Medicare (FICA)	2,959	2,785	3,125	compensation changes
Retirement / Pension Contribution	34,342	32,973	35,467	legislative mandated rate change
Social Security (FICA) Substitute (401K / 457)	12,857	11,991	13,361	compensation changes
Unemployment Insurance	12,917	505	4,526	
Workers Compensation Insurance	235	224	319	rate change
Total Employee Paid Benefits	77,601	64,130	86,732	
TOTAL SALARIES, WAGES, AND BENEFITS	287,223	257,871	309,830	
Other Purchased Services (500)				
Travel / Training / Seminars	3,853	3,622	13,000	
Total Other Purchased Services	3,853	3,622	13,000	
General Expenses and Supplies (600)				
Other General Expenses and Supplies	1,076	1,949	1,760	
Total General Expenses and Supplies	1,076	1,949	1,760	
TOTAL OPERATING EXPENSES	4,929	5,571	14,760	
TOTAL EXPENDITURES	292,152	263,442	324,590	
Other Uses				
Debt Service / Lease Expenses				
Interfund Transfers				
Total Other Uses				
TOTAL OTHER USES				
TOTAL EXPENDITURES AND OTHER USES	\$ 292,152	\$ 263,442	\$ 324,590	



CITY ATTORNEY

ADMINISTRATIVE AGENCIES DIVISION

**PLANNING PERIOD: FY2010-11 THROUGH FY2014-15
FISCAL BUDGET PLANNING YEAR: FY2012-13**

FUND:	General Fund	COST CENTER NUMBER	11-4142
DEPARTMENT:	General Government	FULL TIME EQUIVALENT	0.00
SUB DEPARTMENT	City Attorney	BUDGET: FY2012 Adopted	200,375.00
		FY2012 Amended	419,581.00
		FY2013 Budget	205,936.00
DIVISION	Administrative Agencies	DIRECTOR: Liane Stillman, City Manager CITY ATTORNEY: W. Shane Topham	

AUTHORITY: COTTONWOOD HEIGHTS CODE OF ORDINANCES 2.110.010. A. The city attorney is a statutory officer of the city who shall be appointed and removed by the city manager with advice and consent of the city council. The city attorney shall be an attorney at law and must, throughout his tenure, be duly admitted to practice law in Utah. B. The city attorney's office is supervised by the city attorney and consists of the city attorney and such assistants and other staff members as may be appointed by the city manager. The city manager may provide the city attorney such assistance as may be deemed necessary or advisable and may, upon his own motion or upon request of the city attorney in special cases, employ special counsel to serve under the direction of the city attorney.

PURPOSE

The purpose of the City Attorney is to be the city's chief legal officer and representative.

PURPOSE STATEMENTS

Cottonwood Heights contracts with a private law firm to provide City Attorney services. The lawyer who acts in the capacity as City Attorney attends all City Council Business and Work Session meetings and attends all Planning and Zoning Commission meetings.

The City Attorney's responsibilities include:

- Advising the city council, the city manager and other city officers and employees, including members of boards and commissions, on matters of law affecting the city or their actions
- Prosecuting violations of city ordinances; provided, however, that the city may obtain such criminal prosecution services under contract with an independent contract provider, in which event such prosecutor shall be supervised by the city manager with assistance from the city attorney
- Preparing and reviewing contracts, ordinances, resolutions and other legal documents concerning the city
- Approving as to form all contracts, legal instruments and bonds affecting the city.
- Represent the city in litigation in which the city is a party and/or cooperate with outside counsel hired for such litigation
- Defending all city officials and employees in any civil action when authorized to do so by state law, city ordinance, or resolution of the city council
- Handling and participating, including the filing of friend of the court pleadings, litigation which directly affects an identifiable class of city residents and which is authorized by the city council; provided such litigation does not create a conflict of interest for the city or for the city attorney in the performance of his professional responsibilities
- Advising the city concerning risk management issues, insurance coverage and the like

ADMINISTRATIVE AGENCIES DIVISION

CITY ATTORNEY

- Having the power to adjust, settle, compromise, or submit to arbitration or mediation any action, cause of action, account, debt, claim, demand, dispute or other matters in favor of or against the city or in which the city is concerned as a party, now existing or which may hereafter arise, when it is not covered by any city insurance policy and upon approval of the city manager
- Advising the city manager concerning legal issues involved in employee hiring, firing and discipline, as requested by the city manager, and handle other personnel matters as directed by the city manager, including city representation before any board, commission or body with oversight over such matters
- Reporting the status and outcome to the city manager and the city council of any litigation in which the city has an interest
- Administering the office of the city attorney and supervise the employees assigned to that office, if any
- Perform such other duties as are imposed by city ordinance or by direction of the city manager

As provided by state law, the city attorney may grant to witnesses immunity from prosecution for violation of city ordinances.

FIVE YEAR BUSINESS PLAN GOALS

WORKLOAD INDICATORS/STATISTICAL ACCOMPLISHMENTS

Workload Indicators	FY2010- 2011 Actual	FY2011- 2012 Actual	FY2012- 2013 Estimated	FY2013- 2014 Estimated	FY2014- 2015 Estimated
City Council Meetings	51	47	48	48	48
Planning Commission Meetings	11	26	26	26	26
City Ordinances Reviewed and Adopted	19	22	20	20	20
City Resolutions Reviewed and Adopted	45	50	50	50	50

FY2011-12 MAJOR ACCOMPLISHMENTS

- Completed the establishment of the first Community Development Area (CDA)
- Completed disconnection matter with the Tavaci land use project

FY2012-13 DEPARTMENT SERVICE LEVEL ADJUSTMENTS

There are no service level adjustments in the City Attorney's budget.
A cost of living increase will be applied to the contract rate as per agreement

FIVE YEAR LOOK AHEAD

There are no long term issues with the City Attorney division.

CITY OF COTTONWOOD HEIGHTS
FY2012-13 ANNUAL OPERATING AND CAPITAL BUDGET

DEPARTMENTS, DIVISIONS, AND PROGRAMS
GENERAL GOVERNMENT DEPARTMENTS
CITY ATTORNEY

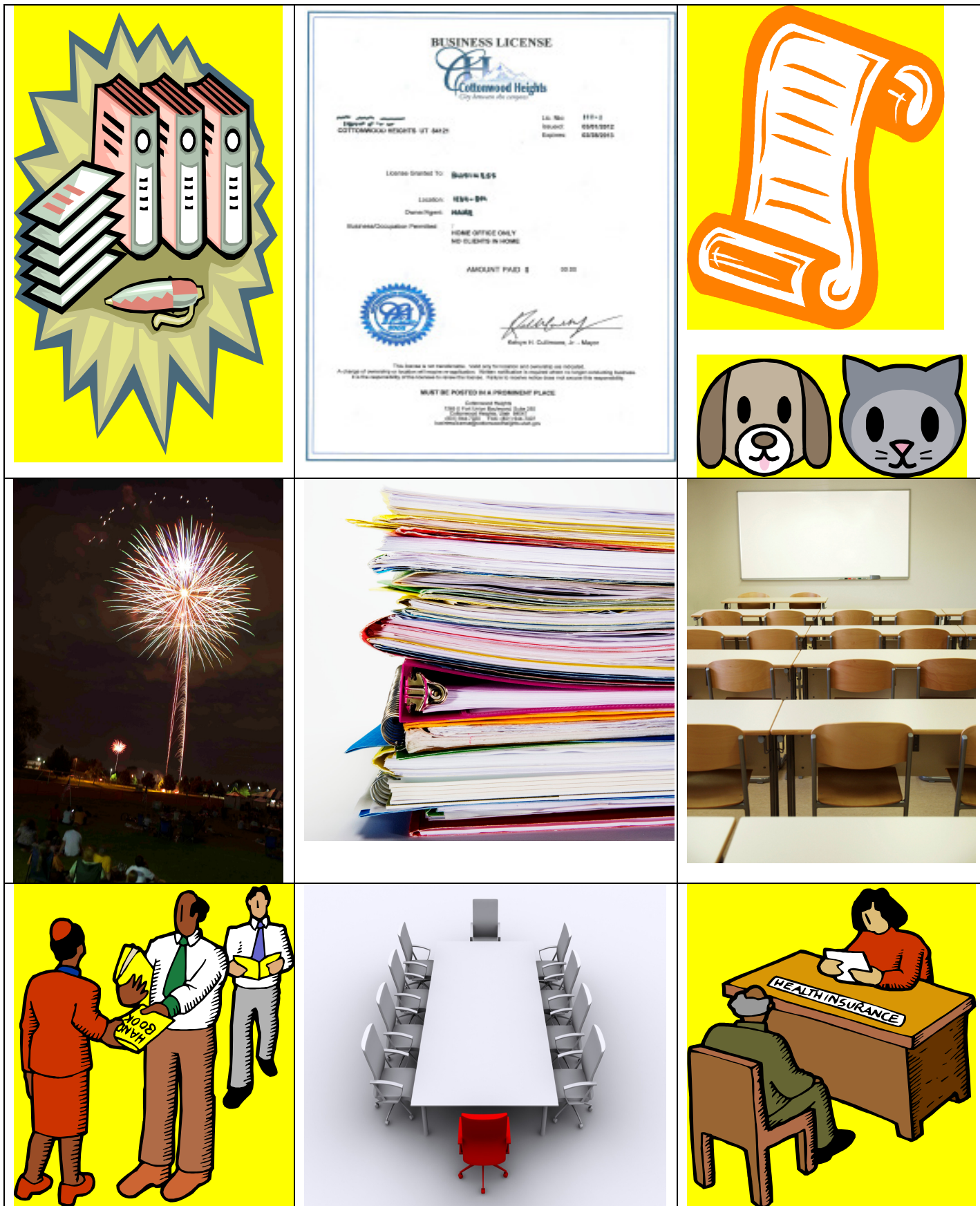
ADMINISTRATIVE AGENCIES DIVISION

SUMMARY OF KEY CHANGES

Description	FTE	FY2012 Estimate	FY2013 Adjustments	FY2013 BUDGET
City Attorney	0.00			
Charges for Services		347,884.00		
Miscellaneous annualized adjustments / categorization				
Contract adjustment			5,561.00	
Outside professional research/support to \$15K level			-147,509.00	
				205,936.00
Total Attorney	0.00	347,884.00	-141,948.00	205,936.00

EXPENDITURE DETAIL BY MAJOR CATEGORY

CITY ATTORNEY BUDGET ACCOUNT CATEGORY / DESCRIPTION	FY2010-11 Actual	FY2011-12 Estimate	FY2012-13 Budget	Explanation of Change
OPERATING EXPENSES				
Professional and Technical Services (300)				
Professional Licensed Services	193,300	166,508	190,936	contract amendment
Other Professional and Technical Services	27,924	181,376	15,000	outside attorney fees reduced
Total Professional and Technical Services	221,224	347,884	205,936	
TOTAL OPERATING EXPENSES	221,224	347,884	205,936	
TOTAL EXPENDITURES	221,224	347,884	205,936	
Other Uses				
Total Other Uses				
TOTAL OTHER USES				
TOTAL EXPENDITURES AND OTHER USES	\$ 221,224	\$ 347,884	\$ 205,936	



ADMINISTRATIVE SERVICES

ADMINISTRATIVE AGENCIES DIVISION

**PLANNING PERIOD: FY2010-11 THROUGH FY2014-15
FISCAL BUDGET PLANNING YEAR: FY2012-13**

FUND:	General Fund	COST CENTER NUMBER	11-4144
DEPARTMENT:	General Government	FULL TIME EQUIVALENT	5.14
SUB DEPARTMENT	Administrative Services	BUDGET: FY2012 Adopted	339,727.00
		FY2012 Amended	339,242.00
		FY2013 Budget	353,152.00
DIVISION	Administrative Agencies	DIRECTOR: Linda Dunlavy	

AUTHORITY: COTTONWOOD HEIGHTS CODE OF ORDINANCES 2.100.010. The administrative services department is supervised by a director appointed by the manager. The administrative services department is divided into the city recorder's office, business licensing, human resources, and customer and community services.

PURPOSE

The purpose of the Administrative Services Department is to provide the following services:

- City Recorder
- Business Licensing
- Animal Licensing
- Human Resources
- Cash Receipting
- City hall reception and one stop counter support
- Events Liaison
- Risk Management

PURPOSE STATEMENTS

Administrative Services functions with three full time employees and three part time employees.

The City Recorder's Office:

- Serves as the clerk of the city council, attending its meetings, keeping the record of its proceedings, and performing such other duties of a like nature as may be required by the city council, by city ordinance, or by state or federal law
- Is responsible for the recording, filing, indexing, making available for public inspection, and safekeeping of all proceedings of the city council and other records of the city
- Records all ordinances in full, uniformly and permanently, and authenticates the same. The Recorder's Office creates a record, in a book used exclusively for that purpose all ordinances passed by the city council, and assigns each ordinance an identifying number, if the city council has not already done so. Immediately following the adoption of each ordinance or codification of ordinances, the recorder's Office makes or causes to be made a certificate stating the date of passage and of the date of publication or posting, as required. The record and memorandum, or a certified copy thereof, shall be prima facie evidence of the contents, passage, and publication or posting of the ordinance or codification
- Posts or publishes, as required by law, ordinances and resolutions adopted by the city council, and all legal notices

ADMINISTRATIVE AGENCIES DIVISION

- Supervises all municipal elections in accordance with state law and city ordinances, and keep and maintain all election records and have custody of all property used in connection therewith, according to law
- Countersigns all contracts made on behalf of the city and maintains a properly indexed record of all contracts, agreements, deeds, rights-of-way, and other legal documents to which the city is a party
- Prepares, attests, and reports on the vital statistics of the city, as requested by the city manager or the city council
- Notifies the appointing authority of the impending expiration of the term of office of a member of any board or commission, such notice to be given at least 30 days before such expiration.
- Acts as the custodian of the official seal of the city
- Acts as the city records officer to oversee and coordinates records access and management and city archive activities as required by local, state, and federal law
- Is responsible for city compliance with the "Government Records Access Management Act" ("GRAMA"), UTAH CODE ANN. §63G-2-101, et seq., including proper response to requests for information and copies of records there under
- Is present at the opening of all sealed bids under chapter 2.150
- Serves as clerk of the city's planning commission, board of adjustment, and other public bodies, attending meetings, keeping the record of proceedings, and performing such other duties of a like nature as may be required by the city council, by the city manager, by city ordinance, or by state or federal law

The Business licensing Office:

- Collects all license fees and issues all licenses in the name of the city to all qualified persons
- Promulgates, enforces, and supervises the enforcement of all reasonable rules and regulations necessary to the operation of the business licensing functions
- Adopts all forms and prescribes the information to be given therein as to character and other relevant matters
- Requires applicants to submit any affidavits necessary and proper in the licensing process.
- Organizes and maintains accurate and complete files on applications and licenses

The Human Resources Office:

- Administers all personnel functions of the city, including, without limitation, the functions of employee recruiting and certification, employee classification and evaluation, administration of benefits, wage and compensation plans, labor relations, training, employee safety and health, equal opportunity employment, affirmative action and maintenance of all city personnel records
- Functions as the Equal Employment Opportunity (EEO) Officer. The function of the equal employment opportunity officer is assigned to the human resource director, who may delegate the functions but not the responsibility therefore. The EEO officer shall be responsible for developing and monitoring equal employment opportunity and employee affirmative action programs throughout the city in accordance with applicable federal, state and city laws and guidelines
- Functions as the Occupational Safety and Health (OSHO) Officer. The function of the occupational safety and health officer is assigned to the human resource director, who may delegate functions but not the responsibility therefore. The OSHO officer shall be responsible for surveying and assessing hazardous or unhealthful working conditions for city employees and for developing and monitoring safety and health programs throughout the city

ADMINISTRATIVE AGENCIES DIVISION

- Provides support for the Civil Service Commission. If the city empanels a civil service commission, then the human resources director shall provide staff and clerical support to aid such commission in fulfilling its duties under state law and this code
- Provides support for the Employee Appeals Board. The division shall arrange for the selection of members of the board and provide staff support as it deems necessary to aid the board in the performance of its functions

The Customer and Community Service Office:

- Receives (in person or via telephone, facsimile, e-mail or other means) customer communications and directs such to the appropriate city departments for response
- Cashiers and receives\receipts various payments to the city
- Issues animal licenses

The Events Coordinator:

- Acts as liaison with volunteer committees to the City, Recreation Center and School District in helping utilize city resources
- Ensures volunteer committees understand and follow city procurement guidelines and tracks expenditures in order to have accurate budget numbers
- Purchases, inventories, organizes, labels, and develops appropriate storage for events
- Coordinates, oversees and serves as a resource for the city's internal and external events as directed by the department director or the city manager

The Risk Management program manages the City's purchase of insurance to cover potential liabilities including general liability, automobile and other vehicles, unemployment, workers' compensation and property. The Risk Manager (the Director of Administrative Services) is responsible for handling all claims.

FIVE YEAR BUSINESS PLAN GOALS

	Measures	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Target	FY2013-2014 Target	FY2014-2015 Target
Implement programs designed to enhance customer loyalty and satisfaction. (City Goal 2011-1)	1. Educate staff and the public on the tracking procedure for every complaint and achieve a 100% response rate to filed complaints.	100% of EBetterPlace responded to	Complaint procedure now becomes part of the webpage (public relations specialist will oversee)	N/A	N/A	N/A
	2. Select, develop, and implement training for all employees who may become involved with citizens in potentially confrontational situations.	One training event on customer service completed 06/30/2011	Complete two customer service training events by 06/30/2012 ----- completed	Complete annual customer service training by 06/30/2013	Complete annual customer service training by 06/30/2014	Complete annual customer service training by 06/30/2015

DEPARTMENTS, DIVISIONS, AND PROGRAMS
GENERAL GOVERNMENT DEPARTMENT

ADMINISTRATIVE AGENCIES DIVISION

ADMINISTRATIVE SERVICES

	Measures	FY2010- 2011 Actual	FY2011- 2012 Actual	FY2012- 2013 Target	FY2013- 2014 Target	FY2014- 2015 Target
Implement programs designed to enhance customer loyalty and satisfaction (cont'd) (City Goal 2011-1)	3. Work with the Planning Department to cross-train counter staff to facilitate any customer request. This will include: cash receipting; deposits; issue business licenses/renewals; issue animal licenses; issue construction permits/excavation permits; understand how to accept building plans; and answer basic zoning questions. Cross Train on the functions within the department so that no "customer" is ever turned away.	35 % of staff cross trained by 6/30/2011	100% of staff cross trained by 06/30/2012 ---- Completed	Continue cross training as necessary	N/A	N/A
	4. Cross-train within the Administrative Services Department on accepting job applications; posting agendas; posting legal notices; setting up the recording equipment for meetings; understanding the election process; understanding the media system in the Council Chambers	25% of staff cross trained 06/30/2011	100% of staff cross trained by 6/30/2012 ---- Completed	Continue cross training as necessary	N/A	N/A
	5. Create new resident packet that includes city information as well as a 'FAQs' for each department, school district, rec center, etc.	N/A	Complete packet by 06/30/12 ----	Update packet annually by 06/30	Update packet annually by 06/30	Update packet annually by 06/30

DEPARTMENTS, DIVISIONS, AND PROGRAMS
GENERAL GOVERNMENT DEPARTMENT

ADMINISTRATIVE AGENCIES DIVISION

ADMINISTRATIVE SERVICES

	Measures	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Target	FY2013-2014 Target	FY2014-2015 Target
Implement programs designed to enhance customer loyalty and satisfaction (cont'd) (City Goal 2011-1)	6. Certify all front office staff as notaries with recertification every four years	100% certified by 12/31/2010	N/A	N/A	N/A	Recertify all notaries
Maintain strong records management program.	1. Establish records management program to help the City maintain a program for the economical and efficient management of records, through the cycle of the record. Establish scanning and archiving procedure	Developed plan and implemented actions for Finance, Administrative Services, and CED by 6/30/2011	Implement actions for Administrative Services, Finance, Police, Public Works, City Manager, and City Council by 06/30/2012 ----- Completed	100% scanning and archiving all department records by 06/30/2013	100% scanning and archiving all department records by 06/30/2014	Maintain schedule of scanning and archiving by 06/30/2015
Maintain strong interlocal cooperation with other government entities with particular emphasis on the following. (City Goals 2011-4)	1. Work with Cottonwood Heights Recreation Center (CHRC) on projects of mutual benefit and interest to citizens and cooperate in identifying sources of funding for recreation related projects.	Partnered with CHRC on Easter Egg Hunt, Movies in the Park, Butlerville Days, Thanksgiving 5K and Halloween event by 06/30/11	Partnered with CHRC on Easter Egg Hunt, Movies in the Park, Butlerville Days, Thanksgiving 5K, Halloween event and a Christmas event by 06/30/12	Partner with CHRC on Easter Egg Hunt, Movies in the Park, Butlerville Days, Thanksgiving 5K, Halloween event and a Christmas event by 06/30/13	Partner with CHRC on Easter Egg Hunt, Movies in the Park, Butlerville Days, Thanksgiving 5K, Halloween event and a Christmas event by 06/30/14	Partner with CHRC on Easter Egg Hunt, Movies in the Park, Butlerville Days, Thanksgiving 5K, Halloween event and a Christmas event by 06/30/15
Risk Management	1. Complete Risk Management Certification Program	2 directors 1 asst. chief completed certification 12/31/2011	2 directors enrolled & will complete certification by 12/31/2012	N/A	N/A	N/A
	2. Complete mandated training for harassment/discrimination, defensive driving, and workplace safety.	Completed	Complete by 06/30/12	Complete by 06/30/13	Complete by 06/30/14	Complete by 06/30/15

WORKLOAD INDICATORS/STATISTICAL ACCOMPLISHMENTS

Workload Indicators	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Estimated	FY2013-2014 Estimated	FY2014-2015 Estimated
Training sponsored by Human Resources	4	3	3	3	3
Employment Applications Received	52	120			
Number of Full-time & Part-time FTE Hired	4	7			
New Business Licenses Processed	163	175	150	150	150
Business Licenses renewed	1387	1242	1242	1242	1242

ADMINISTRATIVE AGENCIES DIVISION

Workload Indicators (cont'd)	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Estimated	FY2013-2014 Estimated	FY2014-2015 Estimated
Vehicle Claims	8	14			
Third Party Claims	0	4			

2011-12 MAJOR ACCOMPLISHMENTS

- Renewed approximately 1400 business licenses
- Licensed approximately 1600 animals
- Completed a comprehensive compensation/classification study for all employees
- Business License Compliance Checks: The compliance checks are being worked on monthly and all city businesses were visited by June 30, 2012
- Records Retention: Business licenses have been scanned using optical character recognition software (OCR) and finance documents are currently being scanned and will be run through the OCR process. We are currently working on sending hard copies to State Archives and establishing a destruction schedule in concert with State requirements.
- The Employee Manual went through a major update which was effective January 1, 2012
- A successful benefit enrollment was held and in conjunction the employee benefits booklet was updated; our first biometric testing was held and participation was high; a flu shot clinic was held; health and wellness fair was held.
- A new police officer eligibility roster was created this year
- Successful Sub for Santa providing for nine families, with no public money spent
- Desk procedures have been completed for each employee in the department – and used when employees have been on vacation or out sick. It has worked well and customers have not been turned away from the front counter.

2012-13 DEPARTMENT SERVICE LEVEL ADJUSTMENTS

Personnel Changes

- Move the Events Coordinator from 19 hours per week to 20 hours per week and make the position a regular part-time position. Currently the position is classified as seasonal and hours must be tracked so that the Fair Labor Standards Act is adhered to. The coordinator has taken on more responsibility with boards and committees and with the possibility of a veteran's event some additional time will be necessary. There would be an increase of approximately \$2,500 to cover URS and life insurance costs.
- Move the Human Resources Benefits Coordinator from 20 to 25 hours per week. This position has assumed additional responsibilities from the Director. There is no impact to the total budget for this change as the part time seasonal budget is being reduced by a like amount.

Performance Evaluation Program

- Purchase and begin using the PEP program. This program is windows-based and is a complete performance management system which utilizes a behaviorally anchored rating and goal setting system. The program is designed to be flexible and can be customized to each department if necessary

ADMINISTRATIVE AGENCIES DIVISION

"One Stop Business Registration"

- We have considered this plan for several years. It would link us to the Department of Commerce website to coordinate with the State's business registration. This would allow applicants with businesses in Cottonwood Heights that register with the State the ability to access the City's business license form and information. It will provide an additional tool for compliance. The initial set up is \$500 with a yearly maintenance fee which would be minimal. Other costs would be based on the City needing to make changes to their information

Minute Books

- Minutes books need to be purchased this year and will cost approximately \$800

FIVE YEAR LOOK AHEAD

The department will focus on streamlining forms and processes including GRAMA requests, dog licensing, business licensing and retention; with the possibility of the Council setting salary ranges for each position we will work on establishing criteria for salary movement that is fair and consistent; we will continue to review the employee manual and make appropriate recommendations for changes that clarify the existing document; and continue the training and networking for employees.

CITY OF COTTONWOOD HEIGHTS
FY2012-13 ANNUAL OPERATING AND CAPITAL BUDGET

DEPARTMENTS, DIVISIONS, AND PROGRAMS
GENERAL GOVERNMENT DEPARTMENT
ADMINISTRATIVE SERVICES

ADMINISTRATIVE AGENCIES DIVISION

SUMMARY OF KEY CHANGES

Description	FTE	FY2012 Estimate	FY2013 Adjustments	FY2013 BUDGET
Administrative Services (includes Business Lic)	4.86			
Salaries and Wages		207,619.00		
Miscellaneous annualized adjustments / categorization			5,489.00	
Compensation adjustments			9,891.00	
Annualized adjustment for staffing changes	0.26		2,756.00	
add .02 FTE for Events Coordinator position	0.02		580.00	
				226,335.00
Benefits		82,095.00		
Miscellaneous annualized adjustments / categorization			769.00	
Compensation adjustments benefits			1,696.00	
Worker compensation premium rates			-878.00	
Legislative mandated retirement rate increase			4,128.00	
Insurance rates			-61.00	
add .02 FTE for Events Coordinator position			2,728.00	
				90,477.00
Materials and Supplies		3,309.00		
Miscellaneous annualized adjustments / categorization			-569.00	
Minute books and one stop shop upgrades			1,400.00	
				4,140.00
Charges for Services		26,650.00		
Miscellaneous annualized adjustments / categorization			15,550.00	
Administrative consultants			-10,000.00	
				32,200.00
Total Administrative Services	5.14	319,673.00	33,479.00	353,152.00

ADMINISTRATIVE AGENCIES DIVISION

EXPENDITURE DETAIL BY MAJOR CATEGORY

ADMINISTRATIVE SERVICES BUDGET ACCOUNT CATEGORY / DESCRIPTION	FY2010-11 Actual	FY2011-12 Estimate	FY2012-13 Budget	Explanation of Change
SALARIES, WAGES, AND BENEFITS				
Salaries and Wages (100)				
Elected and Exempt Salaries	82,127	78,180	81,338	cost of living / market adjustment
Permanent and Provisional Compensation	77,889	94,887	130,912	cost of living / market adjustment / shift expenses from Temporary and Seasonal
Temporay and Seasonal Compensation	10,973	20,768	6,107	shift expense category
Overtime Pay	80			
Compensated Absences	15,575	13,993		
PTO Future Funded Liability	3,657	-709	6,314	based on usage & accrual
Other Compensation	1,000	500	1,664	discretionary bonuses / awards
Total Salaries and Wages	191,302	207,619	226,335	
Employer Paid Benefits (200)				
Health Insurance Premiums	34,925	28,386	27,447	premium rate decrease
Life, AD&D Premiums	662	641	984	compensation changes
Sec. 125 Flex Plan Costs	119	240	150	
LTD Premiums	1,054	992	1,320	compensation changes
STD Premiums	384	456	440	compensation changes
Dental Insurance Premiums	2,834	3,518	3,236	additional employee election
EAP-Employee Assistance Program Premiums	203	246	284	compensation changes
Medicare (FICA)	2,624	2,837	3,190	compensation changes
Retirement / Pension Contribution	27,902	30,694	39,209	legislative mandated rate change and compensation changes
Social Security (FICA) Substitute (401K / 457)	11,722	12,877	13,641	compensation changes
Workers Compensation Insurance	-1,074	1,208	576	rate change
Total Employee Paid Benefits	81,355	82,095	90,477	
TOTAL SALARIES, WAGES, AND BENEFITS	272,657	289,714	316,812	
Professional and Technical Services (300)				
Employment and Random Drug Screen Charges	2,935	2,156	3,200	
Professional / Technical / Contractual Services	5,297	14,619	10,700	eliminate 1-time contract
Total Professional and Technical Services	8,232	16,775	13,900	
Property Services (400)				
Office Equipment - rent and maintenance contracts	2,325	2,325	4,200	
Total Property Services	2,325	2,325	4,200	

CITY OF COTTONWOOD HEIGHTS
FY2012-13 ANNUAL OPERATING AND CAPITAL BUDGET

DEPARTMENTS, DIVISIONS, AND PROGRAMS
GENERAL GOVERNMENT DEPARTMENT
ADMINISTRATIVE SERVICES

ADMINISTRATIVE AGENCIES DIVISION

EXPENDITURE DETAIL BY MAJOR CATEGORY (cont'd)

ADMINISTRATIVE SERVICES BUDGET ACCOUNT CATEGORY / DESCRIPTION	FY2010-11 Actual	FY2011-12 Estimate	FY2012-13 Budget	Explanation of Change
Other Purchased Services (500)				
Travel / Training / Seminars	435	3,541	5,600	
Public Notices	2,388	1,899	5,000	
Contracted Printing		802	1,000	
Appreciation Events		1,308	2,500	
Total Other Purchased Services	2,823	7,550	14,100	
General Expenses and Supplies (600)				
Office Supplies	1,699	436	1,000	
Subscriptions and Memberships	1,355	1,680	2,090	additional service contract
Other General Expenses and Supplies	141	1,193	1,050	additional service contract
Total General Expenses and Supplies	3,195	3,309	4,140	
TOTAL OPERATING EXPENSES	16,575	29,959	36,340	
TOTAL EXPENDITURES	289,232	319,673	353,152	
Other Uses				
Debt Service / Lease Expenses				
Interfund Transfers				
Total Other Uses				
TOTAL OTHER USES				
TOTAL EXPENDITURES AND OTHER USES	\$ 289,232	\$ 319,673	\$ 353,152	



ELECTIONS

ADMINISTRATIVE AGENCIES DIVISION

PLANNING PERIOD: FY2010-11 THROUGH FY2014-15
FISCAL BUDGET PLANNING YEAR: FY2012-13

FUND:	General Fund	COST CENTER NUMBER	11-4146
DEPARTMENT:	General Government	FULL TIME EQUIVALENT	0.00
SUB DEPARTMENT	Elections	BUDGET: FY2012 Adopted	40,000.00
		FY2012 Amended	40,000.00
		FY2013 Budget	0.00
DIVISION	Administrative Agencies	DIRECTOR: Linda Dunlavy	

AUTHORITY: [Utah Code](#) 10-3-205: Election of officers in municipalities operating under a city council form of government.

In each municipality operating under a five-member or six-member city council form of government, the election and terms of office shall be as follows:

(1) The offices of mayor and approximately half the council members shall be filled in municipal elections held in 1977. The terms shall be for four years. These offices shall be filled every four years in municipal elections.

(2) The offices of the remaining council members shall be filled in a municipal election held in 1979. The terms shall be for four years. These offices shall be filled every four years in municipal elections. Amended by Chapter 202, 2004 General Session

COTTONWOOD HEIGHTS CODE OF ORDINANCES 2.20.020 and 2.20.030: Any person who is a registered voter may be a candidate and hold elective office in the city if the person has resided within the city for a period of twelve (12) consecutive months immediately preceding the date of election. In case of an annexation, any person who has resided within the territory annexed for the prescribed 12-month period is deemed to meet the residence requirement for candidacy in the city and district to which the territory was annexed. A candidate for a non-mayoral seat on the city council must be a resident of the district he is seeking to represent when filing for office and (except as otherwise provided by Utah state law) continuously thereafter. A person appointed to fill a vacancy on the city council must have been a resident of the city for a period of 12 consecutive months immediately preceding such appointment and, in addition, must meet all applicable residence requirements for the district he is appointed to represent.

The mayor shall be elected at large for a four-year term of office, except that the term of office of the city's first mayor following the city's incorporation shall be the term necessary to cause future mayoral elections to occur on the cycle required by Utah state law.

Cottonwood Heights holds municipal elections on the odd numbered years. The City contracts with the Salt Lake County Clerks Office to provide the machinery and staffing to accommodate City elections.

PURPOSE

The purpose of the Elections section is to pay for the processing of election results and other costs associated with holding the election.

PURPOSE STATEMENTS

The City Recorder's Office:

Supervises all municipal elections in accordance with state law and city ordinances, and keep and maintain all election records and has custody of all property used in connection therewith, according to law.

ADMINISTRATIVE AGENCIES DIVISION

FIVE YEAR BUSINESS PLAN GOALS

	Measures	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Target	FY2013-2014 Target	FY2014-2015 Target
The City will hold municipal elections to provide its citizens with the opportunity to determine how they are governed and how their city is managed and operated by electing a Mayor and four City Council members.	1. Hold municipal elections the 1 st Tuesday in November every other year on odd numbered years.	No Municipal election required	Municipal election held	No Municipal election required	Municipal election held	No Municipal election required

WORKLOAD INDICATORS/STATISTICAL ACCOMPLISHMENTS

Workload Indicators	FY2010-2011 Actual	FY2011-2012 Actual	FY2012-2013 Estimated	FY2013-2014 Estimated	FY2014-2015 Estimated
% of Registered Voters Voting in Municipal Election	N/A	21.5%	N/A	25%	N/A
# of Candidates Filed for Municipal Election	N/A	7	N/A		N/A

2011-12 ACCOMPLISHMENTS

Successful Municipal election was held in November, 2011

2012-13 DEPARTMENT SERVICE LEVEL ADJUSTMENTS

There is no budget needed, as there are no municipal elections scheduled to be held

FIVE YEAR LOOK AHEAD

Additional election costs will be necessary if any general obligation bond elections were to be held separate from a municipal election

SUMMARY OF KEY CHANGES

Description	FTE	FY2012 Estimate	FY2013 Adjustments	FY2013 BUDGET
Elections	0.00			
Charges for Services		25,568.00		
No local election cost			-25,568.00	
Total Elections	0.00	25,568.00	-25,568.00	

CITY OF COTTONWOOD HEIGHTS
FY2012-13 ANNUAL OPERATING AND CAPITAL BUDGET

DEPARTMENTS, DIVISIONS, AND PROGRAMS
GENERAL GOVERNMENT DEPARTMENT
ADMINISTRATIVE SERVICES-ELECTIONS

ADMINISTRATIVE AGENCIES DIVISION

EXPENDITURE DETAIL BY MAJOR CATEGORY

ELECTION					
BUDGET ACCOUNT CATEGORY / DESCRIPTION	FY2010-11 Actual	FY2011-12 Estimate	FY2012-13 Budget	Explanation of Change	
OPERATING EXPENSES					
Professional and Technical Services (300)					
Contracted Labor and Services		25,568		no election costs if no local election	
Total Professional and Technical Services		25,568			
TOTAL OPERATING EXPENSES		25,568			
TOTAL EXPENDITURES		25,568			
Other Uses					
Total Other Uses					
TOTAL OTHER USES					
TOTAL EXPENDITURES AND OTHER USES	\$ -	\$ 25,568	\$ -		